

Republic of the Philippines  
**CGO BORONGAN, EASTERN SAMAR**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CGO BORONGAN, EASTERN SAMAR in the CSC website:

  
**LORNA B. CABALLA**  
HRMO

Date: **FEB 23 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Supply Officer II)	1061-100	14	30,799.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	City General Services Office

We encourage diverse applicants regardless of age, religion, disability, ethnicity, political affiliation, and sexual/gender orientation. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 11, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Authenticated copy of Certificate of Training attended
6. Service Record/ Certificate of Employment (if applicable)
7. Clearances (NBI, Police, Barangay, Court Clearances, Mayor's Clearance)
8. Medical Certificate (attached laboratory tests)
9. Clearance from money, property and work-related accountabilities (if applicable)
10. Authenticated Certificate of Live Birth
11. Authenticated Marriage Certificate (if applicable)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JOSE IVAN DAYAN C. AGDA**

City Mayor

E. Cardona st., Brgy. E, Borongan City, E. Samar

[mayorsofficeda@gmail.com](mailto:mayorsofficeda@gmail.com)

Thru:

**LORNA B. CABALLA**

CHRMO

City Human Resource & Management Office, Borongan City, E. Samar

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**